



Senior Human Resources Technician

Department: Countywide

EEO Code: 25

Class Code: 1613

FLSA: N

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in assisting with the development and maintenance of records in the human resource information system; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

- Develops and maintains records in the human resource information system;
- Trains and serves as a lead worker for designated staff;
- Audits records in the human resource information system for accuracy and consistency;
- Verifies and ensures salary changes are consistent with County policies and procedures;
- Responds to inquiries concerning human resource management policies and procedures;
- Assists departments with salary change calculations;
- Verifies Personnel Action Forms and updates incumbent information in Position Control System records and HRIS;
- Prepares bi-weekly listing for payroll of Achievement Evaluation Program participants receiving bonus checks;
- Ensures all termination files are properly coded as a terminated file; Prepares monthly and annual reports for County departments and outside organizations;
- Assists with special projects as required;
- Processes Easytrieve reports and verifies information upon request;
- Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of the principles and practices of human resource management; of maintaining human resource information records; of training personnel. Good skill in managing and directing the work of others; in meeting deadlines.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a high school diploma; two (2) years experience maintaining computerized records; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.